

## 5.4 Dress Code & Personal Hygiene Policy

### Intent

The employer requires all employees to present themselves in a professional manner, with respect to clothing, personal hygiene and appearance. These standards commensurate with our organizational practices of appropriate business conduct and professionalism.

### Scope

This policy applies to all employees always and without exception.

To ensure consistency and equality, the employer will attempt to include dress code requirements of current Collective Agreements. Unionized employees are requested to refer to their current Collective Agreement for specifics concerning dress code and personal hygiene. Where a Collective Agreement is silent on the issue, this policy shall dictate dress code and personal hygiene requirements for unionized employees. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Guidelines

Employees are expected to adhere to established hygiene requirements which ensure that employees are presenting themselves to our guests appropriately and that the employer is being properly and professionally represented as an organization. The following hygiene requirements are applicable to all employees:

- Maintain personal cleanliness by bathing regularly.
- Oral hygiene (brushing of teeth) required.
- Use deodorant/antiperspirant to minimize body odours.
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for other employees and guests.
- Clean and trimmed fingernails ( $\frac{1}{4}$  inch long or less).

Employees are expected to consult their manager for specific wardrobe requirements pertaining to their location and hotel of employment. The following minimum guidelines pertaining to appearance must be adhered to by every employee regardless of location of employment:

- Clothing must be clean, pressed, in good condition and fit appropriately.
- Socks or pantyhose/tights must be worn with shoes and match the colour of the pants or shoes.
- Open toe shoes are not permitted. Wearing high-heeled shoes is not recommended.
- Neat and groomed hair, sideburns, moustache and beards (no extreme artificial colours). Departmental grooming policies supersede this policy.
- Long hair must be tied back and away from the face if operating equipment or working in a food and beverage department.
- Clothing must not interfere with the operation of equipment.
- Limited jewellery and no dangling or large hoop jewellery that may create a safety hazard. A general rule of thumb is that if a pencil can be passed through a hoop earring it is not safe to wear near operating equipment.



- Commonly accepted body piercings are allowable, but acceptance is at the discretion of an employee's direct report.
- Tattoos that are perceived as offensive, hostile or that diminish the effectiveness of the employee's professionalism must be covered and not visible to staff, customers or guests.
- Uniforms will be supplied to employees required to wear them, and they will be laundered and kept in proper repair by the employer at no charge to the employee.

The following items are not permitted to be worn on-shift by employees:

- Sweat or jogging pants
- Sleeveless shirts
- Pants that expose the midriff or underwear
- Leggings
- Shorts
- Low-cut tops
- Halter tops
- Spaghetti strap tops
- Tops that expose the midriff or underwear
- Any form of clothing that is mesh, sheer, see-through, torn or otherwise revealing
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting
- Any form of clothing that is overtly commercial, contains political, personal or offensive messages
- Flip-flops or sandals

It is within management's discretion to send an employee home (without pay) to change if they arrive to work in what is deemed to be inappropriate attire.